

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR QUALIFICATIONS

FOR

TERM AGREEMENT FOR CONSULTANT SERVICES

TERM AGREEMENT REQUEST FOR QUALIFICATIONS

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The following items are not included in this package, but can be located at this web site:
<http://www.itd.idaho.gov/design/cau/forms.htm>

- Definitions of Service Categories
- Term Agreement Sample
- CADD Specification Standards and File Naming Conventions (Attachment No. 1)
- Consultant Agreement Specifications (Attachment No. 2)

NOTE: All Consultants are encouraged to read this entire package.

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents (individuals or firms) to submit proposals for a two-year Term Agreement with the Department. The two-year term will begin the date the agreement is executed. This pre-qualification process is available to consultants at anytime to submit proposals. Proposals for additional service categories to be added to an existing term agreement may also be submitted at any time during the time an existing term agreement is in effect. No extension of time to the Term Agreement will be granted.

The purpose of these Term Agreements is to have a list of consultants pre-qualified to perform various services on an on-call basis. This list will be used Department-wide, as well as by many local agencies, to select consultants. Typical services would range from specific work tasks (as a portion of a project) up to small projects.

GENERAL TERMS

This Request for Qualifications (RFQ) does not commit ITD to enter into an agreement, to pay any costs incurred in the preparation of this proposal or in subsequent negotiations, or to procure or contract for any Project. ITD expects to negotiate work tasks on an on-call basis with respondents to provide the services contemplated by the categories here in included.

REVISIONS TO RFQ

In the event that it is necessary to revise any part of the RFQ, timely addenda will be posted on the web page and sent via facsimile to those firms that have requested a hard copy of the RFQ.

RESERVATION OF RIGHTS BY ITD

The issuance of this RFQ does not constitute an assurance by ITD that any contract will actually be entered into by ITD and ITD expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Request additional information and data from any or all respondents
- Supplement, amend, or otherwise modify the RFQ or cancel this request with or without the substitution of another RFQ
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest
- Disqualify any respondent on the basis of past performance on ITD projects

By responding to this proposal, each respondent agrees that any finding by ITD of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

EVALUATION

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that the proposal complies with this RFQ, demonstrates qualifications, and provides the information requested. If the Consultant fails to provide any information requested in this RFQ, such failure may result in either non-qualification of a particular category of service or rejection of the proposal.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REQUIREMENTS

Federal law requires that all companies working on Federal-aid projects must comply with EEO requirements. The respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or handicap/disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements. For additional information, please contact the EEO Office at (208) 334-8458.

ENGINEERING REGISTRATION

Engineering and land surveying firms are required to register with the Idaho State Board of Professional Engineers and Land Surveyors, and to maintain such registration during the life of the Term Agreement. Upon notification of pre-qualification, engineering firms will be required to provide proof of registration. For additional information regarding the registration, please contact the Idaho State Board of Professional Engineers and Land Surveyors at (208) 373-7210 or at www.ipels.idaho.gov .

DBE REGULATIONS

DBE Regulations as stated in 49 CFR 26.11(c) require the Idaho Transportation Department to create and maintain a comprehensive bidders list, consisting of all firms bidding on prime contracts and quoting/ bidding subcontracts on federally-funded transportation projects. This requirement includes consultants. For further information about the bidder's list, contact the EEO Office at (208) 334-4442 or visit their web site at <http://itd.idaho.gov/civil/external.htm>.

FINANCIAL ACCOUNTABILITY REQUIREMENTS

The company must have an adequate cost accounting system as it relates to Federal regulations pertaining to work performed for ITD. The company must also have the necessary financial resources to perform a contract in a satisfactory manner and within the specified time.

Note 1: *After having entered into a term agreement, if an overhead rate has not already been approved by ITD, the consultant must be prepared to submit an audit or review of their overhead rate for the most recently completed fiscal year. The review or audit shall be performed by an independent certified public accountant, an agency of the Federal government, another state transportation agency, or similar independent audit organization. The audit or review shall be subject to approval by ITD's Internal Review Manager, and must be updated annually as a condition of working under the term agreement.*

[Overhead Guidelines for Consultants.](http://www.itd.idaho.gov/design/cau/overhead.htm) (Located at the following web site: <http://www.itd.idaho.gov/design/cau/overhead.htm>) This guide was prepared to assist consulting firms and their independent accountants in understanding requirements when performing accounting system reviews and providing overhead rate reports. The FARs are included in the Guidelines. It is recommended that you review these Guidelines before submitting your financial information after execution of the term agreement.

Note 2: *At ITD option, new or small firms may negotiate loaded hourly rates for use on agreements until an overhead rate can be established.*

PROPRIETARY MATERIAL

ITD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

CERTIFICATION REGARDING DEBARMENT

All submissions must contain a signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form. The certification form is located at the end of this document.

REFERENCE MATERIALS

Following is a list of ITD reference manuals, along with a contact number. All manuals are available on a CD-ROM published by the Roadway Design Section. Call (208) 334-8837 to obtain a copy of the CD-ROM. The manuals are also located at the following web site:
<http://itd.idaho.gov/manuals/ManualsOnline.htm> .

Design Manual	(208) 334-8591
Traffic Manual	(208) 334-8565
Environmental Manual	(208) 334-8478
Materials Manual	(208) 334-8450
Quality Assurance Manual	(208) 334-8560
Bridge Manual	(208) 334-8526
Contract Administration Manual*	(208) 334-8859
Public Involvement Guidelines	(208) 334-4444
Standard Specifications for Highway Construction*	(208) 334-8430

* Also available in hard copy

REQUEST FOR QUALIFICATIONS

PROPOSAL INSTRUCTIONS

SUBMITTAL REQUIREMENTS

For purposes of these instructions, the term “Service Category” means any type of work listed on the Service Category Checklist (for example, H1a. Materials Report Phase 1, and H1b. Materials Report Phase 2, are two separate service categories)

Proposals must conform to the attached instructions and shall be submitted as follows:

1. One file copy to contain:
 - Introductory Letter
 - Cover Page
 - Service Category Checklist
 - Service Category Criteria (1 through 5) for each Category of Service
 - EEO Policy
 - Certification Regarding Debarment, Suspension, and other Responsibility Matters
 - Affirmative Action Program and Financial Accountability
2. One review copy to contain:
 - Service Category Criteria (1 through 5) for each Category of Service. Each Category of Service review copy must be bound separately and must include the Cover Page with the alpha/numeric designation in the upper right-hand corner. For example, if four Categories of Service are proposed, four review copies (one for each category of service) must be submitted.

Proposals must be submitted in a sealed envelope or package and clearly marked TERM AGREEMENT, and the consultant’s name and address clearly indicated on the envelope or package. The Department will not accept copies sent by Fax.

Proposals shall be sent to:

Monica Crider, P.E.
Roadway Design Section
Idaho Transportation Department
PO Box 7129 (3311 W. State Street, Room 214)
Boise, ID 83707-1129 (Boise, ID 83703-5881)

Please note that the Post Office will not deliver mail to our street address. They will only deliver to the post office box. Use the street address only for overnight delivery by Fed Ex, etc

FORMAT FOR SUBMITTAL

Each proposal shall be submitted in the format as outlined. Content and completeness are most important. Clear and effective presentations are preferred. Elaborate, decorative or extraneous materials are strongly discouraged. Any proposal not following the correct format will be rejected. The proposal shall be for the **firm's expertise only**. Inclusion of subconsultant services is unacceptable.

- The maximum number of pages for each Service Category shall be six (6) pages, not including the cover page.
- The submittal shall be on 8 ½ x 11 inch paper, single sided.
- Type style shall be no more than six lines per vertical inch and not smaller than 12 point.

COVER PAGE

The enclosed form titled "Cover Page" shall be filled out and used as the cover page for each submitted proposal (file copy and service category review copy(s)).

INTRODUCTORY LETTER

An introductory letter shall accompany the proposals. The introductory letter should be addressed to:

Monica Crider, P.E.
Consultant Administration Manager
Idaho Transportation Department
3311 West State Street
PO Box 7129
Boise, ID 83707-1129

The introductory letter should introduce the consultant's proposal and list a contact name and phone number. The consultant shall include his/her acceptance of the terms of the sample agreement and consultant specifications, and indicate willingness to execute said agreement. The sample agreement and Attachments No. 1 and 2 are located at the following web site:

<http://www.itd.idaho.gov/design/cau/forms.htm>

TERM AGREEMENT PROPOSAL CRITERIA

Provide a separate response for Criteria 1, 2, 3, 4, and 5 for each service category. The term “service category” means any type of work listed on the Cover Page (for example, H1a. Materials Report Phase 1, and H1b. Materials Report Phase 2, are two separate service categories.)

CRITERIA 1. QUALITY CONTROL

Describe the company’s procedures for assuring quality control, schedule & cost control, change control, and overall project coordination. Identify detailed procedures for monitoring and reporting project status and cost transactions for projects in coordination with ITD staff involved in project.

CRITERIA 2. EXPERIENCE AND QUALIFICATIONS

Provide history of the company. Organization, number and type of personnel and the location of the company’s office should be included. List several projects performed within the past five (5) years pertaining to the type of work you are proposing to perform under the Term Agreement. This should include specific information on the dates and type of services provided. Describe how the company is structured and set up to handle this type of work. Do not list subconsultant work. List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 3. RESOURCES AVAILABLE

List office, equipment and personnel available to perform the work of the service category listed. If the consultant proposes to provide services in more than one district, then specifically address how the resources available relate to each district.

CRITERIA 4. KEY PERSONNEL

It is necessary that the lead consultant retain in house all necessary disciplines contemplated by the RFQ. Identify key personnel, Idaho professional registration (if applicable), their experience in the past three (3) years, and a brief description of their qualifications as specifically pertains to the service category with three (3) reliable references listed.

CRITERIA 5. UNDERSTANDING OF SERVICE CATEGORY REQUIREMENTS

Demonstrate good knowledge of the work required for the service category listed, including methodology, policies and procedures utilized to perform the work. Outline the work tasks required and describe how the company would typically perform each task.

QUESTIONS

Please direct any questions or comments to Holly McClure by writing to the Idaho Transportation Department, Roadway Design Section, PO Box 7129, Boise, ID 83707-1129, by e-mail to holly.mcclure@itd.idaho.gov, or calling (208) 334-8486.

EVALUATION CRITERIA

The Department will evaluate proposals received that conform to the proposal instructions outlined in this RFQ and according to the respective weighted importance as follows:

<u>Criteria</u>	<u>Rating</u>	<u>Weight</u>	<u>Score</u>
CRITERIA 1. QUALITY CONTROL Quality Control, Change Control, Time and Cost Control	_____	x 2.5 =	_____
CRITERIA 2. EXPERIENCE AND QUALIFICATIONS Recent Experience, Company Structure, References	_____	x 3.0 =	_____
CRITERIA 3. RESOURCES AVAILABLE Office, Equipment, Personnel, Location	_____	x 2.0 =	_____
CRITERIA 4. KEY PERSONNEL Experience and Qualifications of Personnel Dedicated to this Job	_____	x 3.0 =	_____
CRITERIA 5. UNDERSTANDING OF SERVICE CATEGORY REQUIREMENTS Demonstrated Good Knowledge and Methodology	_____	x 3.0 =	_____
<u>RATING POINTS:</u> 5 - Excellent 4 - Good 3 - Satisfactory 2 - Marginal 0 - Unsatisfactory	TOTAL SCORE _____		

*Complete for use with Service Category
copies:*

Service Category: _____
(Alpha/numeric designation)

COVER PAGE

Company: _____

Address: _____

Primary Office ____ **Subsidiary Branch or Office** ____ (List below other offices of the firm.)

Contact Name: _____

Telephone: _____

Fax: _____

E-Mail: _____

ITD Certified Disadvantaged Business Enterprise (DBE): Yes ____ No ____
Date Certified _____

Year present firm established: _____ Annual Gross Receipts: \$_____

Type of firm: Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietorship ☐
Other _____

Enclosed is a map showing ITD district boundaries. Please mark which districts you propose to provide services in:

District(s) 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

Additional offices of the firm: (Location)

AFFIRMATIVE ACTION PROGRAM

The Idaho Transportation Department is an equal employment opportunity employer and values diversity in its work force. It also requires its recipients and consultants to have an operating policy as an equal employment opportunity employer. Consultants shall implement affirmative action programs to ensure equal employment opportunity.

_____ (Name of firm) certifies to having a formal statement of nondiscrimination in employment policy and has an affirmative action program if over 50 employees. (Firms of 50 employees or less do not need a formal program, but must have a policy).

Does your firm have 50 or more employees? ☐ Yes ☐ No

Provide the name of your company's EEO Officer, and attach a copy of the company's EEO Policy. This policy is not included in the page total outlined herein.

Signature of Authorized Representative certifying all statements as true

(Date)

NOTE: Those companies that do not comply with the above requirements will not be permitted to perform work for ITD until the information is on file.

(This information will be shared with the EEO Office.)

FINANCIAL ACCOUNTABILITY

The company's cost accounting system must be able to track direct project-related expenditures and indirect costs and expenditures, and to keep these separate from non-project related costs or other projects.

Does your company have a job cost accounting system to provide for recording and accumulation of costs incurred on each contract? ☐ Yes ☐ No

SERVICE CATEGORY CHECKLIST

Following is the list of service categories. Definitions are located at the following web site: <http://www.itd.idaho.gov/design/cau/forms.htm> . Mark the box beside each category for which you are submitting a proposal.

A. BRIDGES & STRUCTURES

- ☐ A1. Design
- ☐ A2. Inspection
- ☐ A3. Hydraulics
- ☐ A4. Load Rating

B. ROADWAY DESIGN

- ☐ B1. General Roadway Design
- ☐ B2. Traffic Services
- ☐ B3. Pathways

C. SURVEY & MAPPING

- ☐ C1. Location Survey
- ☐ C2. Construction Survey
- ☐ C3. Land Survey
- ☐ C4. Global Positioning Survey (GPS)
- ☐ C5a Aerial Mapping –
Photogrammetric Mapping
- ☐ C5b Aerial Mapping –
Surveying for Mapping
- ☐ C6. Subsurface Utility Engineering

D. ARCHITECTURE

- ☐ D1. Building Design
- ☐ D2. Building Inspection
- ☐ D3. Landscape Design
- ☐ D4. Interior Design
- ☐ D5. Mechanical Design
- ☐ D6. Electrical Design
- ☐ D7. Structural Design/Analysis

E. ENVIRONMENTAL

- ☐ E1. Report Documentation/Management
- ☐ E2. Noise Studies
- ☐ E3. Air Quality Analysis
- ☐ E4. Wetlands
- ☐ E5. Water Quality Analysis
- ☐ E6. Biological Studies
- ☐ E7. Archaeological/Cultural
- ☐ E8. Hazardous Materials/Waste
- ☐ E9. Visual Assessment

F. TRANSPORTATION PLANNING

- ☐ F1. Public Involvement
- ☐ F2. Public Relations
- ☐ F3. Public Opinion Research
- ☐ F4. Photography
- ☐ F5. Videography
- ☐ F6. Graphic Arts
- ☐ F7. Studies and Plans
- ☐ F8. GIS Mapping & Planning
- ☐ F9. Visualization Services

G. CONSTRUCTION ENGINEERING & INSPECTION

- ☐ G1. Project Management
- ☐ G2. Partnering
- ☐ G3. Value Engineering
- ☐ G4. Claim Analysis
- ☐ G5. Audit
- ☐ G6. Construction Inspection
- ☐ G7. Construction Materials Testing

H. GEOTECHNICAL/MATERIALS

H1. PROJECT DEVELOPMENT

- ☐ H1a. Materials Report Phase 1
- ☐ H1b. Materials Report Phase 2
- ☐ H1c. Materials Report Phase 3
- ☐ H1d. Materials Report Phase 4
- ☐ H1e. Materials Report Phase 5
- ☐ H1f. Pavement Rehabilitations
- ☐ H1g. Geotechnical Engineering

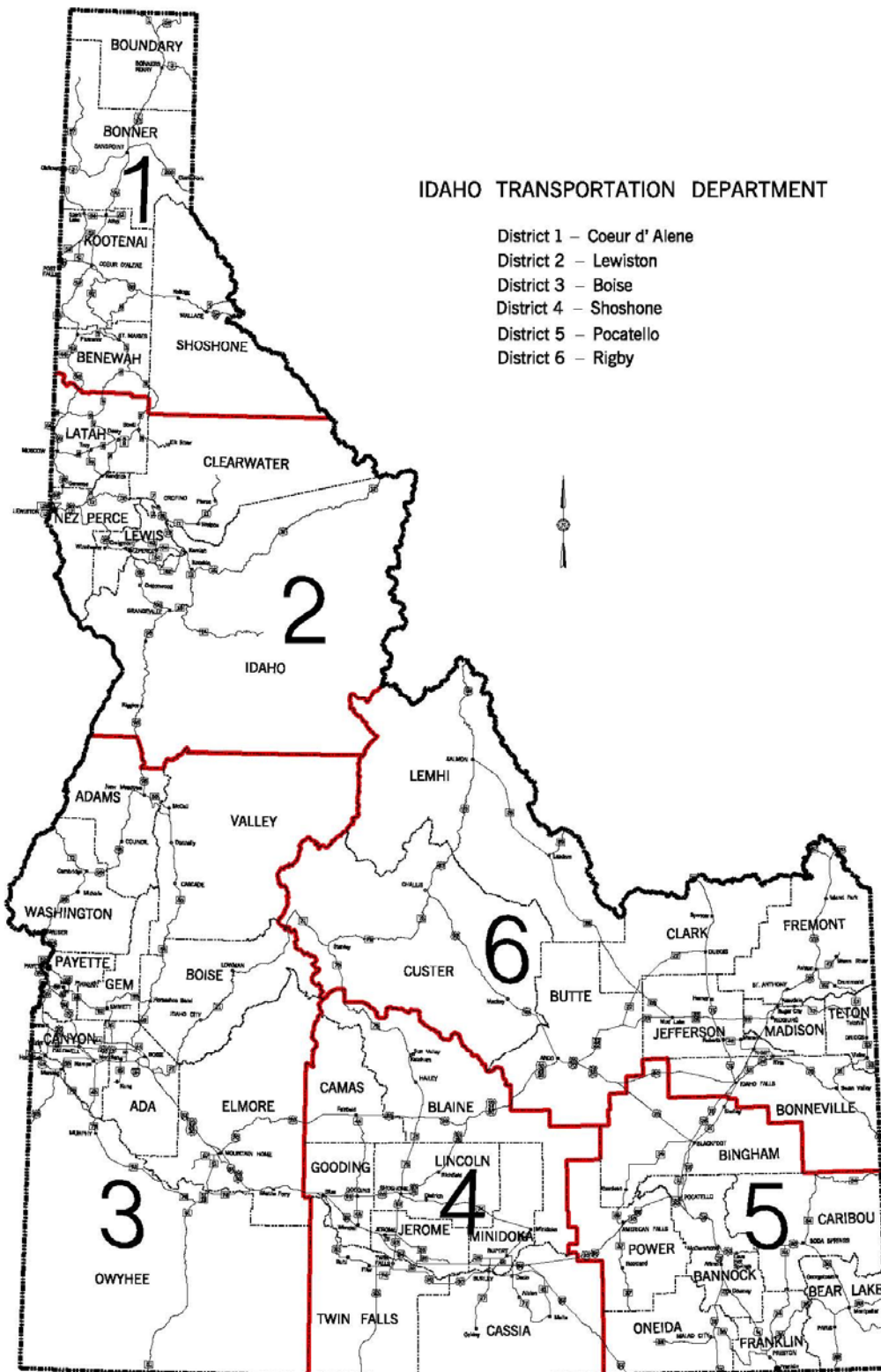
H2. SUBSURFACE INVESTIGATION

- ☐ H2a. Drilling & Sampling
- ☐ H2b. Exploration Supervision and
Analysis

- ☐ H3. Materials Laboratory Testing
- ☐ H4. Non-Destructive Testing for
Pavements

J. INTELLIGENT TRANSPORTA- TION SYSTEMS (ITS)

- ☐ J1. ITS Planning
- ☐ J2. ITS Design
- ☐ J3. ITS Implementation/Deployment



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

By signing this document, the Consultant certifies to the best of his knowledge and belief that except as noted on an attached Exception, the company, material suppliers, vendors or other lower tier participants on this project:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NOTE: Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

COMPANY NAME

Signature of Responsible Party

Date